

Vice President Responsibilities

The Vice President shall:

- Assist the President in their duties.
- Assume the President's responsibilities in their absence.
- Coordinate all conferences.
- Keep accurate records of all meetings in the Secretary's absence.
- Plan and be responsible for all retreats and training of the organization.
- Perform an audit of all financial transactions of the organization once per semester.
- Provide all documents and records pertaining to their responsibilities to the newly elected Vice President.
- Oversee the maintenance of the content and design of the website.
- Assist in special projects as assigned by the President.

The Vice President shall assist the President:

One of the biggest responsibilities of the club's Vice President is to help the President with any tasks they are not capable of handling or are not available for. Often the roles of President and Vice President in the robotics club are shifted to fit each person's best combination of responsibilities. This is imperative because it keeps all tasks moving smoothly and prevents opportunities and responsibilities from slipping through the cracks of the busy life of RSO leadership.

Responsibilities that are often shared between the two officers:

- Preside over all meetings and call all meetings to order
- Coordinate all conferences
- Ensure all officers are performing their duties as defined in this Constitution
- Assign special projects to officers

The Vice President manages club dates and schedules

The vice president should manage the club schedule and calendars to ensure no dates overlap or conflict. This also means that they should be aware of other campus events and RSO events. We often have a broad range of members in the club that overlap with other organizations and it is beneficial to the members and our club to prepare and possibly combine events as well. Helpful links as resources for finding events are listed below:

- [Academic Calendar](#)
 - Use this to find dates on which the school is closed for holidays and other important dates.
 - [UCF Football Schedule](#)
 - Use this to find dates on which the lab will be closed due to UCF PD and local law enforcement using the Partnership II building for meetings.
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